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No. 79, Port Blair, Thursday, March 3, 2011

ANDAMAN AND NICOBAR ADMINISTRATION
SECRETARIAT

NOTIFICATION

Port Blair, dated the 3rd March, 2011

No. 78/2011/F.No. 6-13/2009-Jail.— In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India read with the Government of India, Ministry of Home Affairs, New Delhi, Notification No. 14/3/60-ANL dated 11th April, 1960 and in supersession of all previous Notifications issued in respect of these posts, the Lieutenant Governor (Administrator), Andaman & Nicobar Islands, hereby make the following rules regulating the method of recruitment to the Group “C” posts of Heavy Vehicle Driver, Staff Car Driver (Lower Vehicle Driver), Weaving Instructor, Craft Instructor, Wood Instructor, Store Keeper & Electrician-cum-Operator borne in the Jail Department of Andaman & Nicobar Administration, namely:-

1. **Short title and commencement :-**

- (i) These Rules may be called the Andaman & Nicobar Administration (Sub-ordinate Service & in the Jail Department) Recruitment Rules, 2011.
- (ii) They shall come into force on the date of their publication in the Official Gazette.

2. **Number of posts, classification and scale of pay:-**

The number of posts, its classification and the scale of pay attached thereto shall be as specified in paras 2 to 4 of the schedules annexed to these rules.

3. **Method of recruitment, age limit and other qualifications etc.:-**

The method of recruitment to the said posts, age limit, qualifications and other matter relating to the said posts shall be as specified in paras 5 to 15 of the said schedule.

4. **Disqualification :- No person—**

- (i) Who has entered into or contracted a marriage with any person having spouse living; or
- (ii) Who, having spouse living, has entered into or contracted a marriage with any person,

shall be eligible for appointment to the said post :

Provided that the Lieutenant Governor (Administrator), Andaman and Nicobar Islands, may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for doing so, exempt any person from the operation of this rule.

5. **Power to relax:-**

Where the Lieutenant Governor (Administrator), Andaman and Nicobar Islands is of opinion that it is necessary or expedient so to do, it may, by order and for reasons to be recorded in writing relax any of the provisions of these rules with respect to any class or category of person.

6. Saving :-

Nothing in these rules shall affect reservations, relaxation of age limit and other concessions required to be provided for the Scheduled Castes, Scheduled Tribes and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

**By order and in the name of the Lieutenant Governor,
Andaman & Nicobar Islands.**

**Sd./-
Deputy Secretary (Jail)**

SCHEDULE - I

1.	Name of post	DRIVER (H.V.D.)
2.	No. post	03 (Three) *2011 * Subject to variation dependent on workload
3.	Classification	General Central Services Group 'C', Non-Gazetted, Ministerial
4.	Pay Band and Grade pay/ Pay Scale	PB1 Rs. 5200-20200, G.P. Rs. 1900
5.	Whether selection post or non-selection post	NA
6.	Age limit for direct recruit	18 – 33 years for male (Relaxable for Govt. Servants upto 5 years in accordance with the instructions/ orders issued by Govt. of India from time to time) Note:- The crucial date for determining the age limit shall be the closing date for the receipt of names / applications from Employment Exchange/ Candidates)
7.	Whether benefits of added years of service admissible under rule 30 of CCS (Pension) Rules, 1972 ?	No
8.	Educational and other qualifications required for direct recruitment	Essential:- 1. Secondary School Examination (Xth Std.) pass from a recognized Board/ Institution. 2. Must possess a valid Heavy Vehicle Driving license. 3. Must qualify the Written/Proficiency-cum-Trade test. Desirable: i) Knowledge of Motor Mechanism and capable to rectify minor defects in the vehicle. ii) 2 years experience in Driving Heavy Vehicle.
9.	Whether age & educational qualifications prescribed for direct recruits will apply in case of promotees ?	NA
10.	Period of probation, if any	2 (Two) years
11.	Method recruitment, whether by direct recruitment or by deputation or transfer and percentage of vacancies to be filled by various methods	100 % by direct recruitment
12.	In case of recruitment by promotion/ deputation/absorption grades from which promotion/deputation/absorption to be made	NA

13.	If a DPC exists, what is its composition ?	Group 'C' DPC (for confirmation) consisting of :- 1. I.G. (Prisons) - Chairman 2. Dy. Secy. (Jail) - Member 3. Mechanical Engineer, Motor Transport Dept. - Member 4. Supdt., Dist. Jail - Member
14.	Circumstances in which UPSC is to be consulted in making recruitment	NA
15.	Job Description	Attached as Annexure to Schedule -I

ANNEXURE OF SCHEDULE - I

DUTIES AND RESPONSIBILITIES OF HEAVY VEHICLE DRIVER

1. He should possess valid Heavy Vehicle driving license in hand;
2. He should wear proper Uniform daily;
3. He should be able to read English/Hindi, Numerals and Figures;
4. He should drive the vehicle in safe way as per traffic rules;
5. He should be punctual in attendance;
6. He should maintain true and correct accounts of the journeys of vehicle in the log book of the vehicle properly and maintain accounts for the fuel drawn for vehicle on weekly basis;
7. He should get the log book verified and signed by the designated authority on monthly basis;
8. He should keep the vehicle neat and clean by water & brake every day before the vehicle being taken for driving;
9. He must have practical knowledge of petrol & diesel Engine working and able to locate faults and rectify minor running defects;
10. He must be able to change wheels and correctly inflate the tyre;
11. He should maintain tool kit in the vehicle;
12. He should keep the spare wheel/parts in the vehicle in safe custody and in good condition;
13. On the vehicle being sent for repairs etc., he would be required to maintain close coordination with workshop to get the vehicle repaired in time and keep himself abreast of the progress of repair/replacement of damaged parts etc.;
14. The damaged/replaced parts of the vehicle after repair shall be made available to vehicle In-charge of the office;
15. He should maintain a date wise record entry in respect of the repairs, cost of spare parts replaced at the time of carryingout the repair;
16. He is responsible for timely reporting of break downs / accidents to the authorities;
17. He is responsible to collect the bills for repairing charges/ costs of spare parts of the vehicle and submit in the office for arranging timely payment.

SCHEDULE - II

1.	Name of post	DRIVER (L.V.D.) / Staff Car Driver
2.	No. of post	01 (One) *2011 * Subject to variation dependent on workload
3.	Classification	General Civil Services Group 'C', Non-ministerial
4.	Pay Band and Grade Pay/ Pay Scale	PB1 Rs. 5200-20200, G.P. Rs. 1900
5.	Whether selection post or non- selection post	NA
6.	Age limit for direct recruits	18 – 33 years for male (Relaxable for Govt. Servant upto 5 years in accordance with the instructions/ orders issued by Govt. of India from time to time) Note:- The crucial date for determining the age limit shall be the closing date for the receipt of names / applications from Employment Exchange/ Candidates)
7.	Whether benefits of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972 ?	No
8.	Educational and other qualifications required for direct recruits	1. Should pass X th standard 2. Should possess valid Heavy Vehicle Driving license. 3. Three years experience in driving (Light Vehicle Driving) 4. Should pass in the Trade Test.
9.	Whether age & educational qualifications prescribed for direct recruits will apply in case of promotees ?	NA
10.	Period of probation, if any	2 years
11.	Method recruitment, whether by direct recruitment or by deputation or transfer and percentage of vacancies to be filled by various methods	By direct recruitment
12.	In case of recruitment by promotion/ deputation/absorption grades from which promotion/deputation/absorption to be made	NA
13.	If a DPC exists, what is its composition ?	Group 'C' DPC (for confirmation) consisting of:- 1. I.G. (Prisons) - Chairman 2. Dy. Secy. (Jail) - Member 3. Mechanical Engineer (Motor Transport Department) - Member 4. Supdt., Dist. Jail - Member
14.	Circumstances in which UPSC is to be consulted in making recruitment	NA
15.	Job Description	Attached as Annexure to the Schedule-II

ANNEXURE OF SCHEDULE – II**DUTIES AND RESPONSIBILITIES OF LIGHT VEHICLE DRIVER**

1. He should possess valid driving license in hand;
2. He should wear proper Uniform daily;
3. He should be able to read English/Hindi, Numerals and Figures;
4. He should drive the vehicle in safe way as per traffic rules;
5. He should be punctual in attendance;
6. He should maintain true and correct accounts of the journeys of vehicle in the log book of the vehicle properly and maintain accounts for the fuel drawn for vehicle on weekly basis;
7. He should get the log book verified and signed by the designated authority on monthly basis;
8. He should keep the vehicle neat and clean by water & brake every day before the vehicle being taken for driving;
9. He must have practical knowledge of petrol & Diesel Engine working and able to locate faults and rectify minor running defects;
10. He must be able to change wheels and correctly inflate the tyre;
11. He should maintain tool kit in the vehicle;
12. He should keep the spare wheel/parts in the vehicle in safe custody and in good condition;
13. On the vehicle being sent for repairs etc., he would be required to maintain close coordination with workshop to get the vehicle repaired in time and keep himself abreast of the progress of repair/replacement of damaged parts etc.;
14. The damaged/replaced parts of the vehicle after repair shall be made available to vehicle In-charge of the office;
15. He should maintain a date wise record entry in respect of the repairs, cost of spare parts replaced at the time of carrying out the repair;
16. He is responsible for timely reporting of break downs / accidents to the authorities;
17. He is responsible to collect the bills for repairing charges/ costs of spare parts of the vehicle and submit in the office for arranging timely payment.

SCHEDULE - III

1.	Name of post	WEAVING INSTRUCTOR
2.	No. of post	01 (One)* 2011 *Subject to variation dependent on workload
3.	Classification	General Civil Services Group 'C', Non-ministerial
4.	Pay Band and Grade Pay/ Pay Scale	PB1 Rs. 5200-20200, G.P. Rs. 1900
5.	Whether selection post of non-selection post	NA
6.	Age limit for direct recruit	18 – 33 years for male and 18 to 38 years female (Relaxable for Govt. Servants upto 5 years in accordance with the instructions / orders issued by Govt. of India)
7.	Whether benefits of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972 ?	No

8.	Educational and other qualifications required for direct recruits	1. Must have passed XII th standard from any recognized Board. 2. Should possess One year Diploma / Certificate in the trade from a recognized institution. Desirable:- 1. Teaching/Training experience of atleast one year.
9.	Whether age and educational qualification prescribed for direct recruits will apply in case of promotees ?	NA
10.	Period of probation, if any	2 years
11.	Method recruitment whether by direct recruitment or by deputation or transfer and percentage of vacancies to be filled by various methods	By direct recruitment
12.	In case of recruitment by promotion/deputation/absorption grades from which promotion/deputation/absorption to be made	NA
13.	If a DPC exists what is its composition ?	Group 'C' DPC consisting of :- 1. I.G. (Prisons) - Chairman 2. Dy. Secy. (Jail) - Member 3. Asstt. Dir. (Tech.), Directorate of Industries - Member 4. Supdt., Dist. Jail - Member
14.	Circumstances in which UPSC is to be consulted in making recruitment	NA
15.	Job Description	Attached as Annexure to the Schedule- III

ANNEXURE OF SCHEDULE – III**DUTIES AND RESPONSIBILITIES OF TECHNICAL PERSONNEL WEAVING INSTRUCTORS**

1. Giving, vocational aptitude test to inmates, interviewing and collecting data about inmates, vocational history, skills abilities and interests.
2. Suggesting work and vocational training programmes for inmates.
3. Preparing plans for vocational training projects.
4. Imparting apprenticeship, on-the-job and vocational training to inmates.
5. Utilizing resources of service and maintenance unit for training purposes.
6. Arranging arts and handicrafts projects.
7. Arranging vocational examinations for inmates.
8. Training of newly admitted prisoners.
9. Maintaining progress reports about the training of prisoners.
10. Suggesting improvements in work methods.
11. Keeping the equipment and machines in the workshop in good working condition, custody and maintenance of shops and factories.
12. Ensuring safety measures in workshop and factory areas.

13. Maintenance of discipline in the area under their charge, attending to emergency situations.
14. Distribution of work to inmates.
15. Maintaining muster rolls of inmates working in various sections.
16. Supplying inmates with production tools and materials.
17. Supervision over quality and quantity of production.
18. Maintaining work sheets.
19. Measuring tasks and apportioning wages.
20. Indenting raw material from the Store Keeper, storing raw material in their charge, maintaining an account of raw material and manufactured articles in their charge, dispatch of manufactured articles to the Store Keeper, monthly checking of stores under their charge and reporting the same to the authorities concerned.
21. Preparing work plans for worksheds under their control and forwarding them to the officer in-charge.

SCHEDULE - IV

1.	Name of post	CRAFT INSTRUCTOR (Bamboo & Cane)
2.	No. of post	1 (One)* 2011 *Subject to variation dependent on workload
3.	Classification	General Civil Services Group 'C', Non-Ministerial
4.	Pay Band and Grade Pay/ Pay Scale	PB-1 Rs. 5200-20200, Grade Pay Rs. 1900
5.	Whether selection post or non- selection post	NA
6.	Age limit for direct recruits	18 – 33 years for male and 18 to 38 years female (Relaxable for Govt. Servants upto 5 years in accordance with the instructions / orders issued by Govt. of India from time to time) Note:- The crucial date for determining the age limit shall be the closing date for the receipt of names / applications from Employment Exchange/ Candidates)
7.	Whether benefits of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972 ?	No
8.	Educational and other qualifications required for direct recruitment	1. Must have passed XII th standard from any recognized Board. 2. Should possess One year Diploma / Certificate in the trade from a recognized institution. Desirable:- 1. Teaching /Training experience of atleast one year
9.	Whether age and educational qualifications prescribed for direct recruits will apply in any case of promotees ?	NA
10.	Period of probation, if any	2 years
11.	Method of recruitment, whether by direct recruitment or by deputation/transfer and percentage of the vacancies to be filled by various methods	By direct recruitment
12.	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/deputation/absorption to be made	NA

13.	If a DPC exists, what is its composition ?	<u>Group 'C' DPC consisting of :-</u> 1. I.G. (Prisons) - Chairman 2. Dy. Secy. (Jail) - Member 3. Asst. Dir. (Tech.), Directorate of Industries - Member 4. Supdt., Dist. Jail - Member
14.	Circumstances in which UPSC is to be consulted in making recruitment	NA
15.	Job Description	Attached as Annexure to the Schedule- IV

ANNEXURE OF SCHEDULE – IV

DUTIES AND RESPONSIBILITIES OF TECHNICAL PERSONNEL CRAFT INSTRUCTORS (Bamboo and Cane)

1. Giving, vocational aptitude test to inmates, interviewing and collecting data about inmates, vocational history, skills abilities and interests.
2. Suggesting work and vocational training programmes for inmates.
3. Preparing plans for vocational training projects.
4. Imparting apprenticeship, on-the-job and vocational training to inmates.
5. Utilizing resources of service and maintenance unit for training purposes.
6. Arranging arts and handicrafts projects.
7. Arranging vocational examinations for inmates.
8. Training of newly admitted prisoners.
9. Maintaining progress reports about the training of prisoners.
10. Suggesting improvements in work methods.
11. Keeping the equipment and machines in the workshop in good working condition, custody and maintenance of shops and factories.
12. Ensuring safety measures in workshop and factory areas.
13. Maintenance of discipline in the area under their charge, attending to emergency situations.
14. Distribution of work to inmates.
15. Maintaining muster rolls of inmates working in various sections.
16. Supplying inmates with production tools and materials.
17. Supervision over quality and quantity of production.
18. Maintaining work sheets.
19. Measuring tasks and apportioning wages.
20. Indenting raw material from the Store Keeper, storing raw material in their charge, maintaining an account of raw material and manufactured articles in their charge, dispatch of manufactured articles to the Store Keeper, monthly checking of stores under their charge and reporting the same to the authorities concerned.
21. Preparing work plans for worksheds under their control and forwarding them to the officer in-charge.

SCHEDULE - V

1.	Name of post	WOOD INSTRUCTOR
2.	No. post	01 (One)* 2011 * Subject to variation dependent on workload
3.	Classification	General Civil Services Group 'C', Non-ministerial
4.	Pay Band and Grade pay/ Pay Scale	PB1 Rs. 5200-20200, G.P. Rs. 1900
5.	Whether selection post of non-selection post	NA
6.	Age limit for direct recruit	18 – 33 years for male and 18 to 38 years female (Relaxable for Govt. Servants upto 5 years in accordance with the instructions/ orders issued by Govt. of India from time to time) Note:- The crucial date for determining the age limit shall be the closing date for the receipt of names / applications from Employment Exchange/ Candidates)
7.	Whether benefits of added years of service admissible under rule 30 of CCS (Pension) Rules, 1972 ?	No
8.	Educational and other qualifications required for direct recruitment	Essential: 1. Secondary School Examination (Xth standard) passed from a recognized Board/ Institution. 2. Trade certificate in the Carpentry / of 02 years duration from a recognized ITI with 3 years experience in any Govt. Department / Public or a Private Firm of repute. (OR) Have undergone training in Carpentry/ Handicraft of minimum one year duration from the ITC run by Directorate of Industries with 5 years experience in any Govt. Deptt./ Public or Private Firm of Repute . 3. Should qualify in the Written / Skill test to be conducted by the Department / Administration.
9.	Whether age & educational qualifications prescribed for direct recruits will apply in case of promotees ?	NA
10.	Period of probation, if any	2 years
11.	Method recruitment, whether by direct recruitment or by deputation or transfer and percentage of vacancies to be filled by various methods	By direct recruitment
12.	In case of recruitment by promotion/ deputation/absorption grades from which promotion/deputation / absorption to be made	Not applicable
13.	If a DPC exists, what is its composition ?	Group 'C' DPC consisting of :- 1. I.G. (Prisons) - Chairman 2. Dy. Secy. (Jail) - Member 3. Assistant Director (Tech), Directorate of Industries - Member 4. Supdt., Dist. Jail - Member
14.	Circumstances in which UPSC is to be consulted in making recruitment	NA
15.	Job Description	Attached as Annexure to the Schedule -V

ANNEXURE OF SCHEDULE – V**DUTIES AND RESPONSIBILITIES OF TECHNICAL PERSONNEL WOOD INSTRUCTORS**

1. Giving, vocational aptitude test to inmates, interviewing and collecting data about inmates, vocational history, skills abilities and interests.
2. Suggesting work and vocational training programmes for inmates.
3. Preparing plans for vocational training projects.
4. Imparting apprenticeship, on-the-job and vocational training to inmates.
5. Utilizing resources of service and maintenance unit for training purposes.
6. Arranging arts and handicrafts projects.
7. Arranging vocational examinations for inmates.
8. Training of newly admitted prisoners.
9. Maintaining progress reports about the training of prisoners.
10. Suggesting improvements in work methods.
11. Keeping the equipment and machines in the workshop in good working condition, custody and maintenance of shops and factories.
12. Ensuring safety measures in workshop and factory areas.
13. Maintenance of discipline in the area under their charge, attending to emergency situations.
14. Distribution of work to inmates.
15. Maintaining muster rolls of inmates working in various sections.
16. Supplying inmates with production tools and materials.
17. Supervision over quality and quantity of production.
18. Maintaining work sheets.
19. Measuring tasks and apportioning wages.
20. Indenting raw material from the Store Keeper, storing raw material in their charge, maintaining an account of raw material and manufactured articles in their charge, dispatch of manufactured articles to the Store Keeper, monthly checking of stores under their charge and reporting the same to the authorities concerned.
21. Preparing work plans for worksheds under their control and forwarding them to the officer in-charge.

SCHEDULE-VI

1	Name of post	STORE KEEPER
2.	No. post	01 (One)* 2011 * Subject to variation depend on workload
3.	Classification	General Civil Services Group 'C', Ministerial
4.	Pay Band and Grade Pay/ Pay Scale	PB1 Rs. 5200-20200, G.P. Rs. 1900
5.	Whether selection post or non-selection post	NA
6.	Age limit for direct recruit	18 – 33 years for male and 18 to 38 years for female (Relaxable for Govt. Servants upto 5 years in accordance with the instructions / orders issued by Govt. of India)
7.	Whether benefits of added years of service admissible under rule 30 of CCS (Pension) Rules, 1972 ?	NA

8.	Educational qualifications required for direct recruitment	1. Must have passed XII th standard from any recognized Board. 2. 03 years working experience as Store Keeper under the Andaman & Nicobar Administration, 3. Should possess One year Diploma / Certificate in the Computer Application.
9.	Whether age & educational qualifications prescribed for direct recruits will apply in case of promotees ?	NA
10.	Period of probation, if any	NA
11.	Method of recruitment, whether by direct recruitment or by deputation or transfer and percentage of vacancies to be filled by various methods	On deputation
12.	In case of recruitment by promotion/deputation/absorption grades from which promotion/deputation / absorption to be made	On deputation from amongst the LGC's of A & N Amalgamated Cadre in the Scale of Pay of PB-I Rs. 5200-20200, G.P. Rs. 1900/- having 5 years of regular service in the grade under the A & N Administration with the knowledge of Operating Computer.
13.	If a DPC exists, what is its composition ?	<u>Group 'C' DPC consisting of :-</u> 1. I.G. (Prisons) - Chairman 2. Dy. Secy. (Jail) - Member 3. Supdt., Dist. Jail - Member
14.	Circumstances in which UPSC is to be consulted in making recruitment	NA
15.	Job Description	Attached as Annexure to the Schedule

ANNEXURE OF SCHEDULE – VI**DUTIES AND RESPONSIBILITIES OF STORE KEEPER**

1. In-charge of all stores that is, grain, provision, supplies, raw material, accessories, manufactured articles, inmate equipment, personnel equipment, dead stock and miscellaneous stores.
2. He is responsible to maintain stock register, files etc of different store/ spare parts / other store items of the deptt.
3. He should be vigilant and careful while receipt and issue of the store of correct specification specified in the authorized documents of stores.
4. To issue the required items from stores to inmates as per the requirement with proper invoice.
5. He should issue gate pass for the material/ store supplied.
6. He should extent assistance in physical verification of stores at regular interval.
7. He should have the knowledge of computer applications.

SCHEDULE- VII

1.	Name of post	ELECTRICIAN-CUM-OPERATOR
2.	No. post	01 (One) *2011 * Subject to variation dependent on workload
3.	Classification	General Civil Services Group 'C', Non-Gazetted Non-Ministerial
4.	Pay Band and Grade Pay/ Scale Pay	PB1 Rs. 5200-20200, G.P. Rs. 2400
5.	Whether selection post of non-selection post	NA
6.	Age limit for direct recruit	18 – 33 years for male and 18 to 38 years female (Relaxable for Govt. Servants upto 5 years in accordance with the instructions / orders issued by Govt. of India from time to time) Note:- The crucial date for determining the age limit shall be the closing date for the receipt of names / applications from Employment Exchange/ Candidates)
7.	Whether benefits of added years of service admissible under rule 30 of CCS (Pension) Rules, 1972 ?	NA
8.	Educational qualifications and other qualifications required for direct recruitment	1. Must have passed XII th standard from any recognized Board. 2. Should possess one year Diploma in Trade from a recognized institution with at least one year experience in the field.
9.	Whether age & educational qualifications prescribed for direct recruits will apply in case of promotees	NA
10.	Period of probation, if any	2 years
11.	Method recruitment, whether by direct recruitment or by deputation or transfer and percentage of vacancies to be filled by various methods	By direct recruitment
12.	In case of recruitment by promotion/ deputation/absorption grades from which promotion/deputation / absorption to be made	Not applicable
13.	If a DPC exists, what is its composition ?	Group 'C' DPC consisting of :- 1. I.G. (Prisons) - Chairman 2. Deputy. Secy. (Jail) - Member 3. E.E., Elec. Deptt. - Member 4. Supdt., Dist. Jail - Member
14.	Circumstances in which UPSC is to be consulted in making recruitment	NA
15.	Job Description	Attached as Annexure to the Schedule - VII

ANNEXURE OF SCHEDULE – VII**DUTIES AND RESPONSIBILITIES OF ELECTRICIAN-CUM-OPERATOR**

1. Maintenance and services of electric lines, and all other electrical appliances installed in the prison.
2. To maintain the DG Set installed in the premises of the District Jail and to make good the power supply whenever required on all the spheres of the department.
3. The maintenance of log book/indent of HSD Oil.